



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Alaska Fire Service
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Fort Wainwright, Alaska 99703-0005
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1510 (340) I

May 12, 2004

Instruction Memorandum No. AK-300-2004-005, Change 1
Expires: 6/15/2005

To: Division Chiefs, FMOs, Staff Officers, Branch Chiefs

From: Manager, Alaska Fire Service

Subject: Redelegations of Procurement/Obligation Authority

The following redelegation of authorities and use procedures are authorized for OAS-23s (Aircraft Use Report), OAS-59s (Fuel Issue Log Book), OF-286s (Emergency Equipment Use Invoice), and Purchase Requisitions.

OAS-59s:

The following individuals are authorized to sign OAS-59s (Fuel Issue Log Book):

Claypool, Glen	Aviation Management
Coe, Ken	Tanana Zone
Clark, Layne	Branch Administrative Services
Defries, Tamala	Military Zone
Eno-Hendren, Marlene	Galena Zone
Evans, Robert	Southern Zone
Gibbs, Doug	Galena Zone
Goforth, Shirley	Branch Administrative Services
Greene, John	Galena Zone
Griffin, Wally	Aviation Management
Kane, Kelly	Southern Zone
McAlpin, Bob	Aviation Management
Myers, Russ	Division of Support Operations
Peterson, Jay	Aviation Management
Silva, Mike	Upper Yukon Zone
Snoozy, Gerald	Southern Zone
Schmidt, Tom	Aviation Management

Waters, Jerry
Whitmer, David
Wyatt, Lindsay

Tanana Zone
Galena Zone
Division of Support Operations

OAS-23s:

The following individuals are authorized to sign OAS-23s (Aircraft Use Report) up to \$25,000:

Allen, Rob
Benson, Gary
Bryce, Greg
Chapman, Tony
Claypool, Glen
Coe, Ken
Curry, Dave
DeFries, Tamala
Dickerson, Robert
Doty, Tony
Crowe, Ray
Eno-Hendren, Marlene
Evans, Robert
Figarelle, Mary
Franke, Karl
Gibbs, Doug
Griffin, Wally
Houde, Chip
Jandt, Dave
Kirk, Dave
Kubichek, Tom
Landau, Michael
Lien, Lindsey
McAlpin, Bob
Mitman, Bert
Musitano, Mark
Peterson, Jay
Romero, Dalan
Schmidt, Tom
Silva, Mike
Slaughter, Kent
Snoozy, Gerald
Veitch, Jim
Waters, Jerry
Weitz, Trina
Whitmer, Dave
Wittenberg, Angela

Branch Smokejumper Mgmt
Military Zone
Branch Fire Management Resources
Branch Fire Management Resources
Aviation Management
Tanana Zone
Coordination Center
Military Zone
Coordination Center
Branch Fire Management Resources
Branch Fire Management Resources
Galena Zone
Southern Zone
Division of Support Operations
Branch Fire Management Resources
Galena Zone
Aviation Management
Branch Smokejumper Mgmt
Tanana Zone
Coordination Center
Branch Smokejumper Mgmt
Branch Fire Management Resources
Coordination Center
Aviation Management
Branch Smokejumper Mgmt.
Military Zone
Aviation Management
Branch Smokejumper Mgmt.
Aviation Management
Upper Yukon Zone
Upper Yukon Zone
Southern Zone
Division of Fire Operations
Tanana Zone
Branch Fire Management Resources
Galena Zone
Aviation Management

Form OF-286:

The following individuals are authorized to sign Form OF-286 (Emergency Equipment Use Invoice) as Receiving Officer during emergency incidents. This authority may not be redelegated.

Egger, Kelly	Division Business/Fiscal	Unlimited
Belton, Veronica	Branch Financial. Services	Unlimited
Coe, Ken	Tanana Zone	\$10,000
Defries, Tamala	Military Zone	\$10,000
Figarelle, Mary	Division of Support Operations	Unlimited
Kane, Kelly	Southern Zone	\$10,000
Silva, Mike	Upper Yukon Zone	\$10,000
Sylte, Barb	Financial Services	\$25,000
Whitmer, David	Galena Zone	\$10,000

Requisition Procurement:

Unlimited requisition procurement authority is delegated to the following FMOs, Division Chiefs, and Staff Officers. This authority may not be redelegated. Acting Division Chiefs, FMOs, and Staff Officers are delegated up to \$10,000. The following Branch Chiefs and Staff Officers are delegated up to \$5,000 in their activities. Authorities identified for Branch Chiefs and Staff Officers may be exercised by any individual who is a designated acting for an authorized signer.

<u>Office</u>	<u>FMOs/Division Chiefs/ Staff Officers</u>	<u>Branch Chiefs/Staff Officers</u>
	Unlimited	\$5,000
311	Curry, Dave	Dickerson, Bob
313	Ribar, Joe	
315	Kane, Kelly	
316	Defries, Tamala	
317	Silva, Mike	Davis, Laura
318	Coe, Ken	Davis, Laura
319	Whitmer, David	Eno-Hendren, Marlene Greene, John
320	Figarelle, Mary	
321		Pineault, Pete

322		Cnudde, Matt
323		Roach, Steve
330	Cullings, Kathy	
331		Gale, Kent
332		Fronterhouse, Bev
340	Egger, Kelly	
341		Goforth, Shirley
342		Belton, Veronica
350	Strong, Ed	
352		McKnight, Rex
353		Romero, Dalan
360		Claypool, Glen
		McAlpin, Bob
		O'Daniel, Mary Jane
		Peterson, Jay
		Griffin, Wally

Unlimited requisition procurement authority is delegated to Rex McKnight pursuant to his duties as the Assistance Agreement Representative for the Chugachmuit Agreement.

Unlimited 2821 Fire Stores (project code 7777) requisition procurement authority is delegated to the following individuals:

Figarelle, Mary	Division Support Operations
Cnudde, Matt	Branch of Supply
Chittenden, Lyell	Branch of Supply

Unlimited Information Technology (IT) requisition authority is delegated to Bev Fronterhouse.

Consistent with this redelegation of authority is the responsibility for ensuring that over-expenditures do not occur and that only appropriate and authorized expenditures are made. Specific attention must be given in regard to 2810 expenditures. Refer questions concerning policy matters or "gray" areas to the Fire Staff Officer.

All charges to 2821 (e.g. fire numbers, severity codes, 9999), except stores, must be supported by an incident order and request number. Reference Instruction Memorandum No. OFA 2003-033 for Bureau Policy on Fire Project Code '9999.'

Signed by:
Scott Billing
Manager

Authenticated by:
Shirley Goforth
Records